

State of California
Department Of Alcohol and Drug Programs

CalTOP Users Manual Addendum
CalTOP Version 1.16 – WEB ASI
March 6, 2003

Table of Contents

<i>Introduction</i>	<i>2</i>
<i>The Current Process</i>	<i>2</i>
<i>The New Process.....</i>	<i>3</i>
<i>Adding and Navigating through the New ASI Forms</i>	<i>4</i>
<i>Form Navigation.....</i>	<i>4</i>
<i>Submitting a Transaction</i>	<i>5</i>
<i>Updating and Deleting an Existing Form or Working Copy</i>	<i>7</i>

Introduction

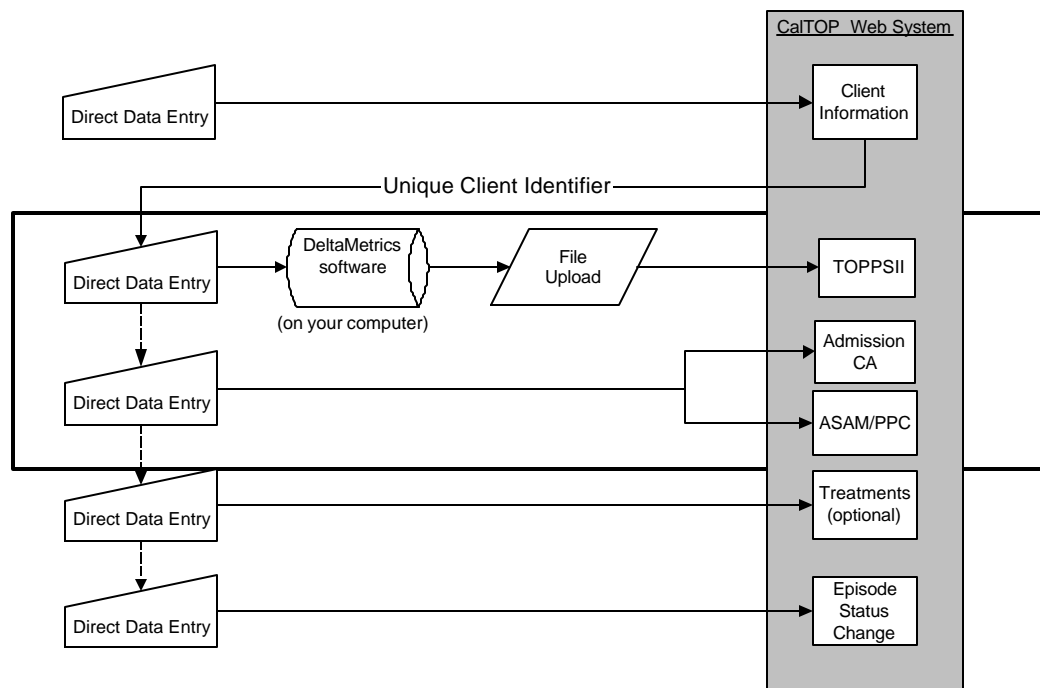
On March 21, 2003, ADP will implement a change in the CalTOP system that will allow you to enter all pieces of a client admission using the web-based system. The goal of this release is to provide users with three new options for completing an ASI.

This document will describe the process for each new ASI option, how to use the new forms and the new reports available to users.

The Current Process

CalTOP currently requires data entry into two different systems. First, the user adds the client information to CalTOP and receives a unique client identifier. This client identifier is then used in DeltaMetrics to add the client and create an ASI Lite/CF TOPPSII transaction. This transaction is exported from the DeltaMetrics software and uploaded to CalTOP. The Admission CA, ASAM/PPC, Treatments and Episode Status Change for the client are data entered using individual web forms in CalTOP.

The diagram below displays the flow of data and data entry in the current process.



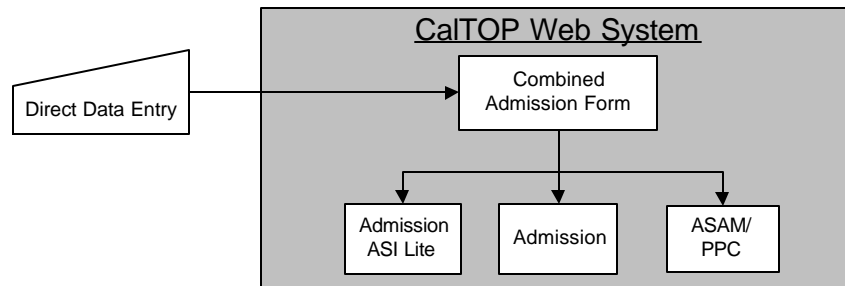
Users found the stand alone software DeltaMetrics cumbersome. For example when a DeltaMetrics TOPPSII record fails CalTOP edits during upload, users must return to DeltaMetrics to correct the record and re-upload the transaction. CalTOP version 1.16 is designed to address these challenges.

The New Process

This new release provides three new options for creating an ASI record.

Combined Admission Form

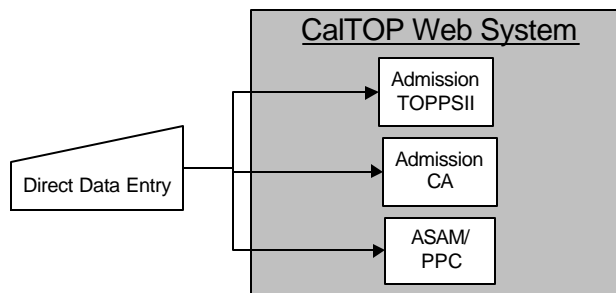
The first option, the *Combined Admission* form, provides the ability to create a complete admission transaction at one time with the questions sorted by domain. This form will include three transactions in one form: Admission, Admission ASI Lite and ASAM/PPC. The data will be entered as one transaction but stored by CalTOP as three separate transactions. These three separate transactions are shown on the client's transaction list: Admission, Admission ASI Lite and ASAM. The diagram below shows the new process:



Users view and must update these transactions separately. In the case where data in the *Combined Admission* option does not pass all CalTOP link, the system stores the keyed information as a working copy *Combined Admission*. This working copy is displayed on the client's transaction list.

Admission TOPPSII

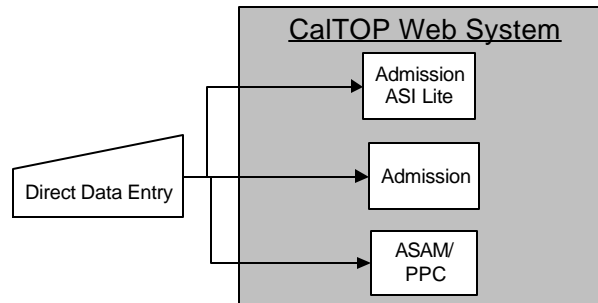
The second option provides the ability to add an *Admission TOPPSII* transaction through a CalTOP web form. This new form will be available to add through the Form list. Using this option, CalTOP users complete the Admission CA and ASAM/PPC separately.



Admission TOPPSII transactions that have been generated through Deltametrics software and submitted through the file upload process will be available for update online. Records that fail during the file upload process can now be corrected online. The failed record will create a working copy in the client's transaction list. Users can simply correct and resubmit the record online without returning to DeltaMetrics.

Admission ASI Lite

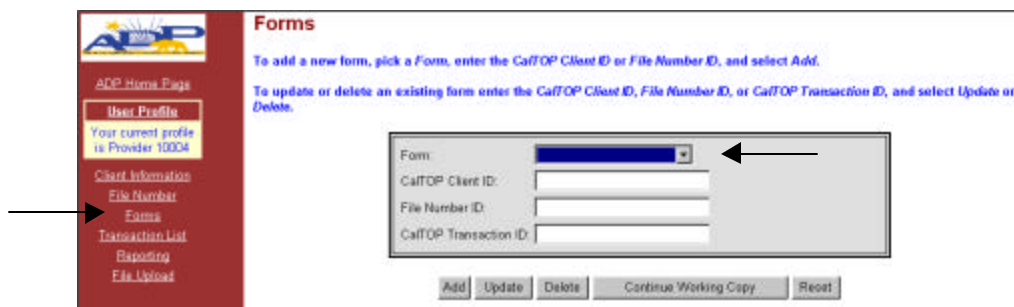
The third option is to utilize the new *Admission ASI Lite* form. In this option the Admission and ASAM/PPC forms must be completed separately to complete a client's admission.



Adding and Navigating through the New ASI Forms

The new ASI forms are added in the same manner as any other CalTOP form. Follow the instruction below to add a form through the Forms Link.

1. To add a form, select the Forms link on the left-hand navigation bar.

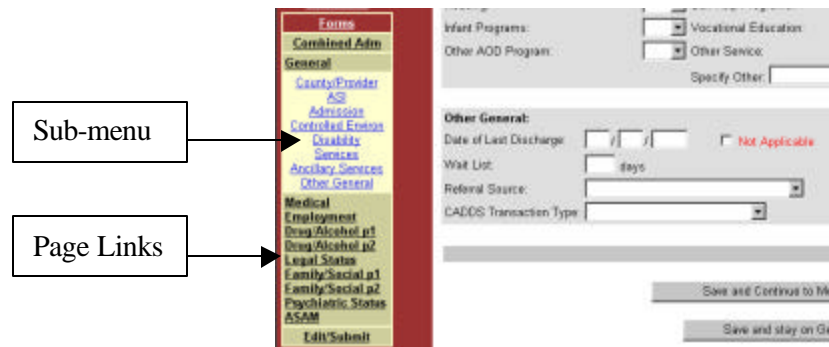


2. Next, select the appropriate form from the forms drop down menu. The ASI Forms are listed as *Admission ASI Lite*, *Admission TOPPSII* and *Combined Admission* in the drop down menu. Once you have selected the appropriate form, enter the CalTOP ID or File Number ID for the client.
3. Select the **Add** button and the appropriate form will be displayed.

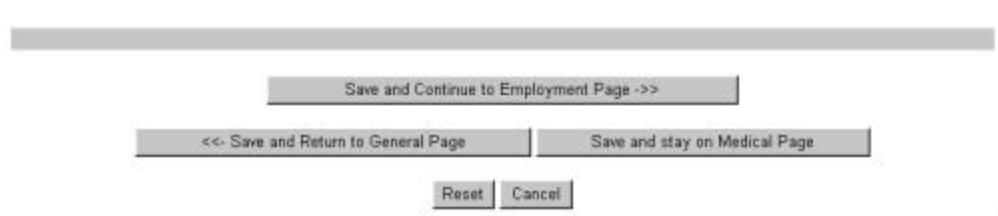
Form Navigation

Navigation on these new forms is provided in two ways. The first are links on the left-hand navigation bar and the second are the navigation buttons at the bottom of each page.

The links on the left-hand navigation bar will transfer you from page to page without saving changes. There is also a sub-menu on the navigation bar that will take the user directly to sections of the page.



The Navigation buttons at the bottom of each page will allow you to move back and forth through the various pages of each form. These buttons will save any changes you have made to the page before moving you to the next page. Once you save changes, a working copy is automatically created for the client. The following is an example of the navigation buttons you may encounter:



Each page will have the following options:

- **Save and Continue to 'next' page** – This will save your changes and move you to the next page. This button will not display on the 'Submit' page because it is the final page of each form.
- **Save and Return to 'previous' page** – This will save your changes and return you to the previous page. This button will not display on the 'General' page because it is the first page on each form.
- **Save and stay on 'current' page**. This button will save your changes and keep you on the same form.
- **Reset** – This button will cancel all changes you made after the last save.
- **Cancel** – This will close the form and cancel any changes you made after the last save.

Submitting a Transaction

Once you have completed each page of the form, select the **Submit** button on the last page of the form.

Combined Admission - Edit/Submit Page

To submit a Combined Admission for this CalTOP client, click the Submit button.

Client Name: STEVEN URKEL	CalTOP Client ID: 101 CalTOP Trans ID: 13868 File Number ID:
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Submit

<< Return to ASAM Page

Combined Admission

Submitting the *Combined Admission* form will create three transactions for the client. This form will create an Admission, Admission ASI Lite and an ASAM/PPC. The confirmation screen will display the transaction ID's of each transaction created. An example of the confirmation screen is displayed below.

Combined Admission Update

Your form request has been processed successfully. You may reference your request using the CalTOP Trans ID shown below.

Client Name: STEVEN URKEL	CalTOP Client ID: 101 File Number ID:
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The Combined Admission has produced the following transactions. Please refer to them using the CalTOP Transaction IDs shown below.

CalTOP Transactions IDs	
Admission	13725
Admission ASI Lite	13868
ASAM/PPC	13870

Update Another Combined Admission Process Another Form

Display ASI Reports

	Display Clinical Factors in Graphical Format	Display Clinical Factors in Standard Format
ASI Narrative Report	Display	Display
ASI Transaction Report with ASI Scores and Factors	Display	Display

Once the transaction is complete you will be provided the option of printing the ASI Narrative Report and the ASI Transaction report with ASI Scores and Factors directly from the confirmation screen. These reports can also be accessed through the reporting link.

Admission TOPPSII

Submitting the *Admission TOPPSII* form will create an Admission TOPPSII transaction for the client.

Once the transaction is complete you will be provided the option of printing the ASI Narrative Report and the ASI Transaction report with ASI Scores and Factors directly from the confirmation screen. These reports can also be accessed through the reporting link.

Admission ASI Lite

Submitting the *Admission ASI Lite* form will create an Admission ASI Lite transaction for the client.

Once the transaction is complete you will be provided the option of generating the ASI Transaction report with ASI Scores and Factors directly from the confirmation screen. This report can also be accessed through the reporting link.

The Narrative report for the Admission ASI lite transaction can only be generated through the reporting link. The narrative report is generated based on answers to questions from both the Admission ASI Lite and the Admission form. To generate the Narrative report you must select a completed Admission ASI Lite and an Admission transaction, so both must be present for the client.

Updating and Deleting an Existing Form or Working Copy

CalTOP 1.16 provides the ability to update an existing ASI web form and update working copies of ASI web forms. To update an existing ASI web form go to the transaction list for the client you wish to update. Select the Admission ASI Lite or Admission TOPPSII transaction from the client's transaction list using the radio button next to the record and select the **Update** button. An example is displayed below:

Transaction List Detail

Client Name: TEST CLIENT AAA CalTOP Client ID: 1316
Provider Only: 10004
File Number Only: Not Selected

Currently Viewing Set 1 of 1

	Activity Date (0)	Form	Service Code	Transaction ID	Working Copy
<input checked="" type="radio"/>	01/01/2003	Admission ASI Lite		13871	

To update a working copy select the working copy from the transaction list and select the **Continue Working Copy** button.

To delete a submitted ASI web form, select the form using the radio button and select the **Delete** button. Working copies cannot be deleted.